

COMMITTEE ON HUMAN RESOURCES/INSURANCE

October 7, 2003

5:30 PM

Chairman Lopez called the meeting to order.

The Clerk called the roll.

Present: Aldermen Lopez, Sysyn, Pinard, Shea, DeVries

Messrs: K. Dillon, V. Lamberton, T. Lolicata

Chairman Lopez stated I am going to go a little bit out of order because the Airport Director has to be at this meeting and another meeting.

Chairman Lopez addressed Item 4 of the agenda:

Communication from the HR Director on behalf of Kevin Dillon requesting approval to amend eight Airport class specifications as follows:

- Airport Maintenance Worker I
- Airport Maintenance Worker (Seasonal/Temp)
- Airport Operations and Maintenance Specialist
- Airport Maintenance Supervisor (Land side)
- Airport Maintenance Supervisor (Airside)
- Assistant Airport Maintenance
- Airport Maintenance Superintendent
- Airport Building Maintenance and Structure Superintendent

(Note: Change is in class specifications only, not salary grades.)

Alderman DeVries stated the one question I have is have we defined what kind of commercial driver's license. Is it a CDLB or are they just stating a blanket CDL?

Mr. Dillon responded it is a CDL. We do have a combination...most jobs are CDLB but we do have a couple of CDLA's. I think the job specification just states CDL.

Ms. Lamberton stated some of them have the CDLB. The change here is to give new employees a window period to attain the license. So whatever license was previously required is still required based on whatever the Airport's needs were

originally. Now with the CDLB the employee who have six months to get it. For just a CDL the same rules apply.

Alderman DeVries asked the reason you are requesting this change, Mr. Dillon, is you have had some difficulty hiring people who have the pre-existing licensing so you would like to have the opportunity to train them in-house.

Mr. Dillon answered right. This gives us the ability to expand the pool of eligible candidates.

Alderman DeVries asked do you feel that this will in any way detract from your operations or cause any difficulties where they cannot from Day 1 fulfill their duties.

Mr. Dillon answered no.

On motion of Alderman Pinard, duly seconded by Alderman Shea it was voted to approve the class specification amendments.

Chairman Lopez addressed Item 5 of the agenda:

Communication from the HR Director on behalf of Kevin Dillon requesting the following:

- Reclassification of one position from Airport Operations and Maintenance Specialist, labor grade 17, to Airport Building Technician, labor grade 17.
- Establishment of an additional Airport Building Technician, labor grade 17.
- Establishment of an Equipment Mechanic II position, labor grade 17.

Alderman Pinard moved to approve the request. Alderman Shea duly seconded the motion.

Alderman Shea asked are these positions that you have spoken to the HR Committee before about or are these new positions that haven't been filled.

Mr. Dillon answered two of them are requests for new positions. One is a reclassification of an existing position at the same grade. We just want to move it to a different area.

Alderman DeVries stated my question pertains not to the reclassification but more to the comment about moving towards eventual 24-hour coverage in the buildings. Can you explain that a little more for you?

Mr. Dillon responded right now we have very limited coverage in the building and because of the growth of the size of the structure we feel that we need to additional people. We do have people 24 hours a day right now but again not in these classifications so we are looking to bring these classifications in on a 24-hour basis.

Alderman DeVries asked does some of this pertain to the increased demands in security or does it have anything to do with the Homeland Security.

Mr. Dillon answered the majority of it is really an increase in infrastructure. These are building maintenance positions. Right now we have three existing positions. We are looking to go to five and that would give us a lot more coverage around the clock.

Alderman DeVries asked this doesn't mean that you are immediately making any change in the current operations or hours that flights are incoming and leaving. I realize that goes on in commercial flights during the night but this isn't really related to that?

Mr. Dillon answered no.

Chairman Lopez asked, Ms. Lamberton, are any of these positions in the grade structure higher than any grade structure we have on the City side as far as building maintenance or the Building Department.

Ms. Lamberton answered these positions are different, which is why they have a different job title. In building maintenance they are very specific to being a plumber, or a carpenter or an HVAC person. The equipment mechanic job title is the same in all departments if there is one so that is the same. Airport Building Technician is I think a grade higher than like a carpenter but this position requires a person to have electrical knowledge...there is more knowledge required and more diversified duties required in the type of work they have to do. They are not just focusing on wood construction or being a carpenter. They are required to go in and fix electricity and other types of things like that.

Chairman Lopez asked so you don't perceive somebody on the City side coming back and saying the Airport has a L/G 17 and I am only a L/G 15 and I want to be a L/G 17.

Ms. Lamberton replied I think that could happen at any moment. That is life. These are not new job titles. These are job titles that have been in existence for a considerable period of time. What we are doing is saying instead of having two we are going to have three or whatever the right numbers are.

Chairman Lopez asked but you would be able to justify that.

Ms. Lamberton answered absolutely.

Chairman Lopez called for a vote. There being none opposed, the motion carried.

Chairman Lopez addressed Item 3 of the agenda:

Communication from the HR Director on behalf of Tom Lolicata requesting approval of revisions to seven Traffic Department class specifications as follows:

- Deputy Traffic Director
- Traffic Director
- Traffic Maintenance Supervisor
- Traffic Maintenance Worker I & II
- Traffic Sign Painter
- Traffic Signals Supervisor
- Traffic Signals Technician

to provide that the positions may handle hazardous waste and receive proper training.

(Note: Change is in class specifications only, not salary grades.)

Alderman DeVries moved the item for discussion. Alderman Shea duly seconded the motion.

Alderman DeVries stated I think Mr. Lolicata knows what my questions are going to be. This is a change in wording to allow the positions to handle hazardous materials and waste and receive the proper training. I have noticed a few positions on there and I am wondering if you could explain the Deputy Traffic Director and the Traffic Director...how would that be involved in your job description?

Mr. Tom Lolicata replied I was looking at that myself. First let's go back a little bit. The only time I mentioned this was weeks ago with my Administrative Assistant and Deputy Director and now I find this is on the agenda. I just got out of the hospital and shot over here for this meeting tonight and I would like to comment on this. I am the one who brought up talking amongst ourselves in the department about possibly bringing this in with our specs. Everybody in Traffic

deals with paint and that is considered a hazardous material. We have been going to class now for the past four or five years with a trained expert and people in the Highway Department go with us also. When I looked at this the other night I was thinking to myself just like Kevin Padden who is the head of Highway by the way for this, the people involved only are the ones who should be attending class and it should be part of their class specifications. I was trying to figure out myself where myself and the Deputy Traffic Director would be part of this at all. We don't handle this stuff. That was a question that I was going to ask the HR Director. When we do go to classes the whole department goes. I haven't gone in the last two years because I personally don't think it is necessary for myself or for Mr. Hoben.

Alderman DeVries stated I will ask this question to the HR Director. It notes that we had a hazardous waste inspection by one of the consultants so can you tell me was it on the advice of the consultant that we include those two job classifications?

Ms. Lamberton responded the request came from Denise to me saying that you and she and whoever else had met with representatives I believe of some consulting firm who advised you that you could be fined by the Department of Environmental Services if you did not have this in your job specifications and you did not require training. Consequently, she asked me to put it in all of your job specifications. I e-mailed her back and asked her are you sure because I don't see...I think the Traffic Signal Men are not here. There were some that I asked her about specifically whether or not it was appropriate and she got back to me saying you are right about whatever ones I eliminated and they shouldn't have it but all of the remaining job titles should have it. Based on that communication, I wrote this letter.

Mr. Lolicata stated I would consider the gentlemen on signals as part of it because they work with overtime and they work with paint. I can see something like that.

Ms. Lamberton responded they are in here. I just used that as an example because I don't remember off the top of my head which positions were eliminated.

Mr. Lolicata stated the consultant who was involved with this more or less is inclined to say yes it is a Federal offense but for those who work with it. I still don't see how we were involved with this. If it is because of knowledge to pass down well these people are attending classes for that particular thing, which they do every year. They are actually certified and they go to class for this. Even though we use water now we still use other chemicals and these people work with them so I can understand that, especially my painter in graphics. I am just trying to bring up the fact about administration.

Alderman DeVries stated I might make a recommendation at this point in time that we consider dropping those two today because we can certainly add that on and that there be further discussion between the HR Director, Traffic staff and the Department of Environmental Services to clarify whether we need to add that to the Deputy Director and the Traffic Director. We certainly don't want you spending time at training that is not necessary when you can be doing other important job functions. I am wondering if the HR Director would entertain at this point dropping those two positions and further clarifying it and go ahead and allow the rest of the positions to go forward.

Chairman Lopez stated I can see where we are going with this but I have a question for the HR Director since she has been changing and adding things to people's job descriptions and everything. Are you saying that Denise said put these people there or are you saying that after communications you as the HR Director determined that these people should be protected and that the City should be protected by putting this in their job classifications?

Ms. Lamberton responded my letter is a consequence or a result of a request from the Traffic Department to add in this language in all 11 of the different job titles within the department. Some of it did not make any sense to me so that is what precipitated the discussion back. For example, Denise's position. I said Denise when would this apply to you? This is what we whittled down to after going back and forth about which positions were really going to be involved here.

On motion of Alderman Shea, duly seconded by Alderman Pinard it was voted to table this item and have the HR Director get together with the Traffic Director and report back to the Committee.

Chairman Lopez addressed Item 6 of the agenda:

Communication from the HR Director requesting that the Human Resource Analyst position be reclassified to the title of Compensation Manager with no change in salary grade.

On motion of Alderman Shea, duly seconded by Alderman Sysyn it was voted to approve this reclassification.

Chairman Lopez stated I have one other item. I would like to read this into the record.

Dear Ginny:

On behalf of the Committee on Human Resources/Insurance I want to commend you for outstanding management since you became the Human Resource Director of the City. Since your employment you have saved the City over \$336,000 in your department. You are to be commended for your dedication in looking at how things can be done better and making changes and still maintaining the services that your department is responsible for. The City needs to look at all places where we can save and do things better and you have proven to be willing to look at ways of doing that.

Once again, we commend you for a job well done.

s/Alderman Lopez

Ms. Lamberton responded thank you.

Alderman DeVries asked would we send this on to the full Board.

Chairman Lopez answered yes.

There being no further business, on motion of Alderman DeVries, duly seconded by Alderman Shea, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee